

Exercise - "Tabs"

Use the function Tabs, which you find in the menu **Format** to write the text below. There are different kinds of tabs to align the text in different ways. Note that tabs also can be used to get different kind of lines between columns. To get a new row in the numbered list below, without getting a new number, press SHIFT and ENTER. In the numbered list the space between rows is 1.5.

left tab

window	fönster	dörr	gardin
ground	mark	pengar	hund
tie	tidningar	slips	binda
win	vind	vinna	förlora

Decimal tab med dotted line

bedcover.....	798,50 kr
pillow	134,25 kr
towel.....	39,90 kr
bed.....	2125,00 kr

Center tab

ni talar bra latin	ni talar bra latin
otto	otto
calculato	calculator
ruler	ruler
word for windows	word for windows

One right tab, underlined, one decimal tab with dotted line

TV _____ 23 -----	1050,50 kr
Radio _____ 125 -----	34,50 kr
Stereo _____ 5 -----	2566,50 kr
PC _____ 9 -----	8599,00 kr

1. Does the computers way to work resemble the human way of thinking? _____

Consider similarities and differences. _____

2. What is multimedia and when is it used? _____

3. What is the difference between software and hardware? _____